

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Accountant I
Department: Finance
Revised : February 2009

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Accountant I classification.

GENERAL DESCRIPTION

Responsible professional level accounting work involving judgment needed in applying existing rules, regulations, and accounting techniques to the recording and reporting of financial transactions. Employees perform work fairly independently within established procedures and regulations. Work is performed under the supervision of an administrative superior or the department director and is evaluated by observation and through periodic conferences and by independent post-audits. May supervise or coordinate the work of one or more accounting clerks and technicians.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Prepares a variety of reports of a fiscal and budgetary nature for presentation to the County Commissioners, County Manager, and/or department director.

Supervises Ambulance Billing and Collections Unit; develops procedures for billing and collections activities; monitors billing and collections processes; maintains and troubleshoots problems with billing software system; resolves billing issues with patients.

Monitors and analyzes budget throughout the fiscal year for compliance and overages.

Transfers funds from different line items by completing budget amendments.

Completes governmental forms for reporting state and federal revenues, reimbursements, and expenditures.

Maintains a variety of ledgers and journals related to the accounting records of the County; reconciles various bank accounts.

Makes journal entries, reversing and correcting entries; analyzes balance sheets and expenditure reports.

Audits a variety of standardized accounting records and procedures.

Assists auditors in yearly audit; prepares requested information and answers questions.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of accounting and auditing principles and practices.

Job Title: Accountant I

Page : 2

Considerable knowledge of governmental accounting methods, procedures, and financial practices.

Ability to make journal entries, reversing entries, and correcting entries.

Ability to use judgment and discretion in interpreting and applying Federal, State, and Local fiscal regulations.

Ability to analyze and correct financial problems and bookkeeping errors.

Ability to establish effective working relationships with the public and departmental program personnel.

Ability to prepare interpretive or analytical accounting or financial statements and reports.

PHYSICAL REQUIREMENTS

Work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Accounting and one year of accounting/auditing experience in the preparation of interpretive or analytical accounting/financial statements and reports; or a Bachelor's Degree from an accredited college or university in Business Administration with twelve semester hours in accounting and two years of accounting experience; or an equivalent combination of education and experience. One year of education or experience credit may be given for successful completion of the CPA exam.

**This job description does not create an employment contract,
implied or otherwise.**